

Important information about Chinese University Student Information

System (CUSIS)

1. CUSIS Website

<https://portal.cuhk.edu.hk>

2. Login ID & Password:

ID: your 10-digit Student ID

Password: CWEM password (Students who have completed online registration will receive a 6-digit verification code (V-code) via SMS and email from ITSC starting from 18 July 2017. Please use the v-code to retrieve CWEM password at <http://cai.itsc.cuhk.edu.hk> . Students who haven't performed online registration are reminded to do it as soon as possible. Students who do not receive their v code before 31 July 2017 please contact ITSC at 3943 8845.)

3. On-line Demonstration

A Computer-Based Training is provided. Please use your Student ID and CWEM Password to access. The URL can be found in this website: <http://www.cuhk.edu.hk/cusis/>

If students need to make adjustments to their course enrolment, they may use the following system functions:

<u>Add:</u>	To choose a course from the course list and then 'validate' the enrolment rules, and then proceed to finish enrolling course.
<u>Drop:</u>	To choose intended to drop class(es) from the list of already enrolled classes, click 'Drop Selected Classes' and then 'Finish Dropping' to confirm.
<u>Swap:</u>	To use 'Class Search' to select a class to add and then select a class to drop from the already enrolled classes, then click 'Finish Swapping' to confirm the action.
<u>Wait List:</u>	To tick the option "Wait list if class is full, students will be put into the waiting list with the "wait list position" when the class is full, if he/she fulfills the course enrollment rules. If some students drop the class, students on the "wait list" will enroll in the class automatically. Therefore, students on the wait list should check the course enrollment record frequently to keep updated.

CUHK 香港中文大學

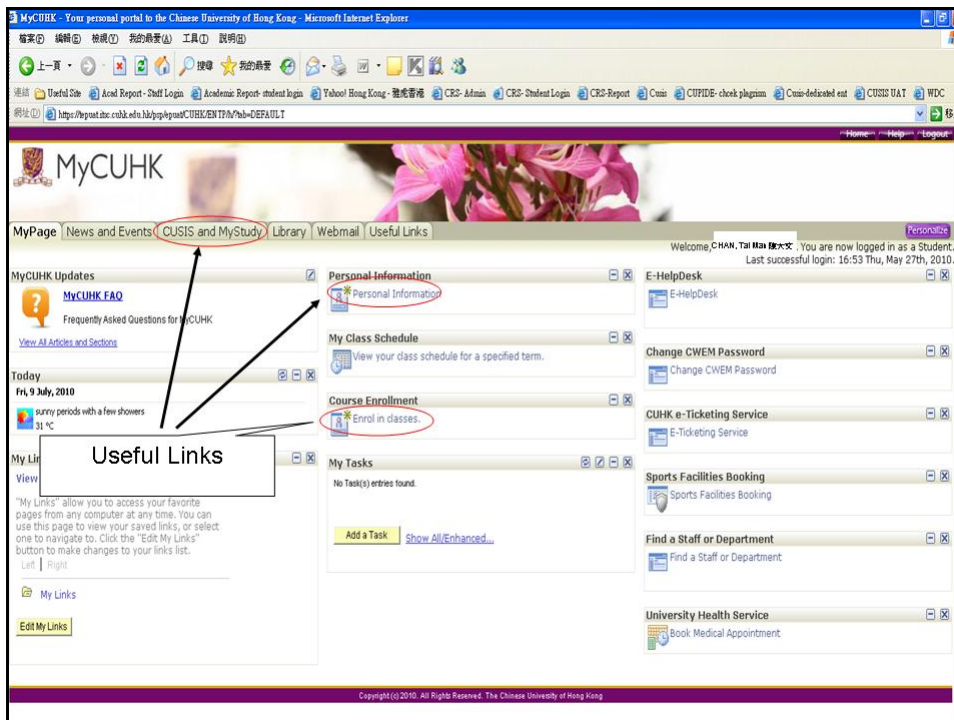
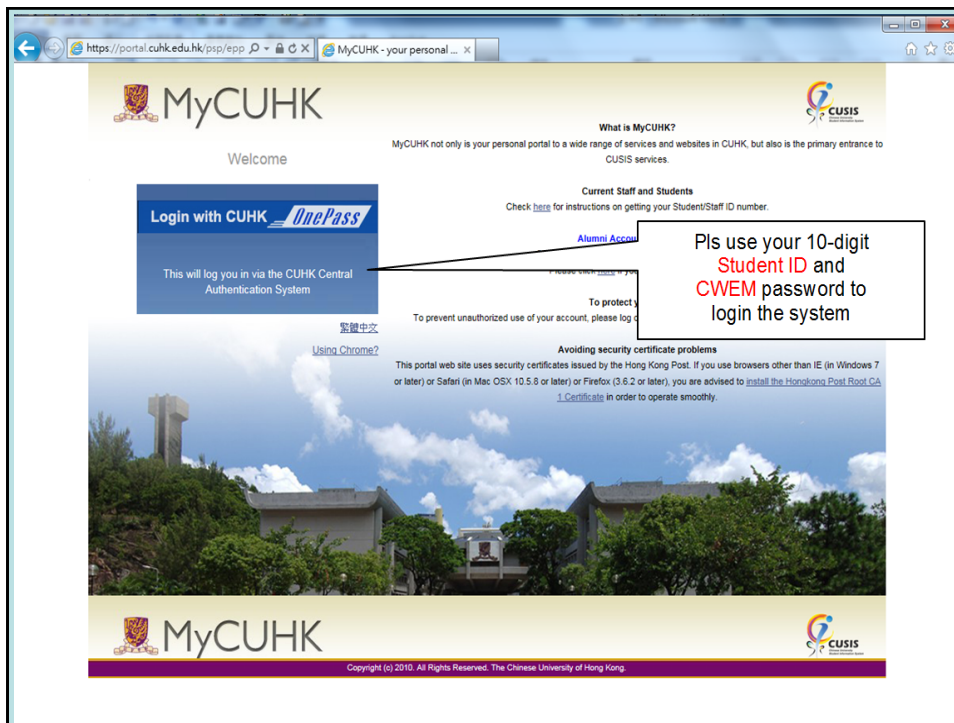
Demonstration of CUSIS



The screenshot shows a Microsoft Internet Explorer browser window displaying the Chinese University Student Information System (CUSIS) website. The browser's address bar shows the URL <http://www.cuhk.edu.hk/csis/>. The website header includes the CUSIS logo and the Chinese University of Hong Kong name in both Chinese and English. A navigation menu at the top lists various links such as 'Acad Report - Staff Login', 'Academic Report - student login', 'Yahoo! Hong Kong - 雅虎香港', 'CRS- Admin', 'CRS- Student Login', 'CRS- Report', 'Cms', 'CUFIDE- check plagiarism', 'Cuis-dedicated ext', 'CUSIS UAT', and 'WDC'. The main content area features a large banner with a group of students and a computer monitor. A callout box with a speech bubble points to a link in the banner, containing the text: "Click this link to access CUHK Portal". Below the banner, there is a "Read Me First" section and a "What's New" section with a table of updates:

What's New	Event
CUSIS and the New MyCUHK are here!	Jul 2010
CUSIS Client Workstation Hardware & Software Requirement	Jun 2010
Computer-Based Training on CUSIS services	Jun 2010
CUSIS e-Newsletter, Issue 4	Jun 2010

At the bottom right, there are two promotional boxes: one for "CUSIS and the new MyCUHK successfully launched on 5 July 2010" and another for "New 10-digit Student ID Format Effective from 1 Jul 2010" with a MyCUHK login card showing the ID 1012345678.



How To Update Your Personal Information in CUSIS

The screenshot displays the MyCUHK website interface in a Microsoft Internet Explorer browser window. The browser's address bar shows the URL: <https://myportal.cuhk.edu.hk/MyCUHK/ENTR/Tab-DEFAULT>. The website header includes the MyCUHK logo and navigation tabs for MyPage, News and Events, CUSIS and MyStudy, Library, Webmail, and Useful Links. A user is logged in as a Student, with the name CHAN, Tai Man 陳太文 and a last successful login of 16:53 Thu, May 27th, 2010. The main content area is divided into several sections: MyCUHK Updates, My Class Schedule, Course Enrollment, My Tasks, and a right-hand sidebar with services like E-HelpDesk, Change CWEM Password, CUHK e-Ticketing Service, Sports Facilities Booking, Find a Staff or Department, and University Health Service. A callout box with a white background and black border points to the 'Personal Information' link in the 'My Class Schedule' section, with the text 'Click "Personal Information"'. The 'Personal Information' link is circled in red. The footer of the page contains the copyright notice: Copyright (c) 2010. All Rights Reserved. The Chinese University of Hong Kong.

Personal Information - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

Data Language: English

CHAN, Tai Man 陳太文

Personal Information | Participation

addresses | names | phone numbers | email addresses | internet addresses | emergency contacts

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	RM G1 Ho Tim Bldg Hong Kong	<input type="button" value="edit"/>

Personal Information | Participation

Addresses | Names | Phone Numbers | Email Addresses | Internet Addresses | Emergency Contacts

Update your address by pressing "Edit"

Personal Information - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

Edit Address

Country: Hong Kong

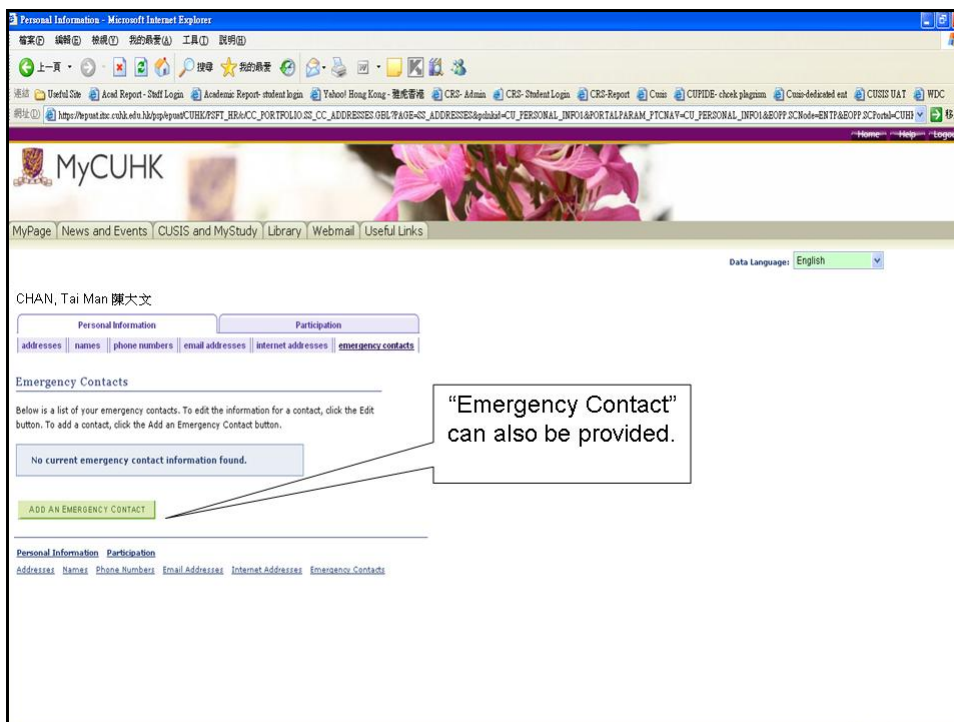
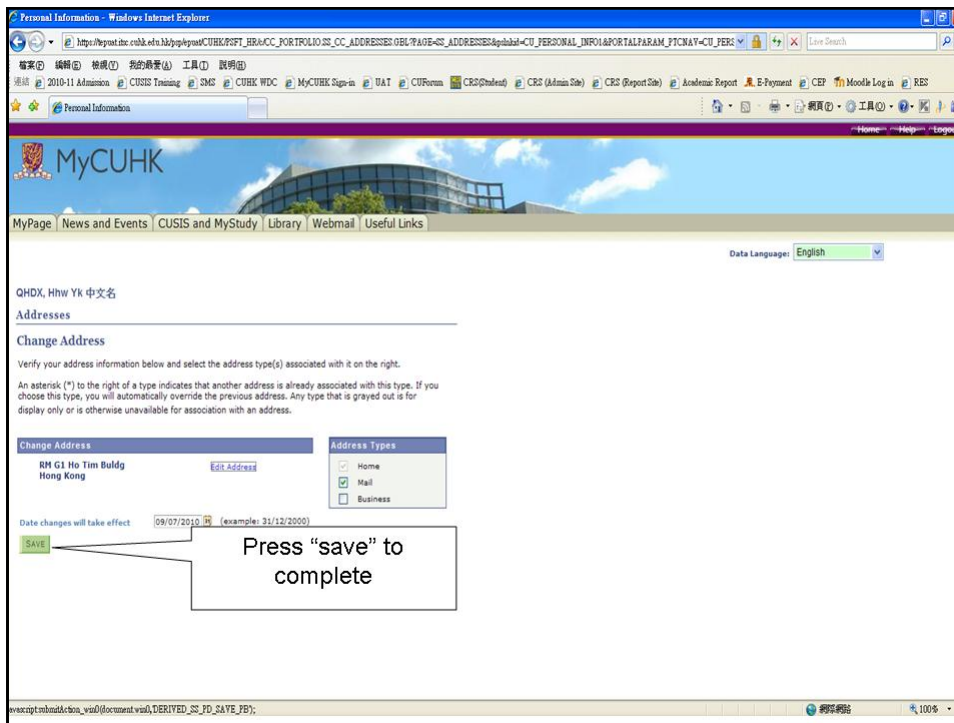
Address 1:

Address 2:

Address 3:

District: HK/NL/NT:

Press "OK" to proceed



How To Perform Course Registration in CUSIS

The screenshot displays the MyCUHK portal in a Microsoft Internet Explorer browser window. The browser's address bar shows the URL: <https://myportal.the.cuhk.edu.hk/MyCUHK/ENTRYPAGE/DEFAULT>. The page header includes the MyCUHK logo and navigation tabs: MyPage, News and Events, CUSIS and MyStudy, Library, Webmail, and Useful Links. A user is logged in as a Student, with the name CHAN, Tai Man 陳太文 and the last successful login time of 16:53 Thu, May 27th, 2010. The main content area is divided into several sections: MyCUHK Updates (with a MyCUHK FAQ link), Today's weather (Fri 9 July, 2010, 32°C), My Links, Personal Information, My Class Schedule, Course Enrollment (with a circled 'Enrol in classes' link), Tasks, E-HelpDesk, Change CWEM Password, CUHK e-Ticketing Service, Sports Facilities Booking, Find a Staff or Department, and University Health Service. A callout box with an arrow pointing to the 'CUSIS and MyStudy' tab and the 'Enrol in classes' link contains the text: "Click 'CUSIS and My Study' or 'Enrol in classes'". The footer of the page reads: Copyright (c) 2010. All Rights Reserved. The Chinese University of Hong Kong.

My Weekly Schedule - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CHAN, Tai Man 陳大文

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

My Class Schedule

Select Display Option List View Weekly Calendar View

<< previous week Week of 5/7/2010 - 11/7/2010 next week >>

Show Week of 05/07/2010 Start Time 8:00AM End Time 6:00PM refresh calendar

Time	Monday 5 Jul	Tuesday 6 Jul	Wednesday 7 Jul	Thursday 8 Jul	Friday 9 Jul	Saturday 10 Jul	Sunday 11 Jul
8:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							

Click "Course Enrolment"

Course Enrolment - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CHAN, Tai Man 陳大文

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

Add Classes

Select Term

Select a term then click Continue.

Term	Course	Institution
<input checked="" type="radio"/> 2009-10 Term 1	Postgraduate - PGDE	CUHK
<input type="radio"/> 2009-10 Term 2	Postgraduate - PGDE	CUHK

CONTINUE

Select Term, and press "Continue"

Course Enrollment - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CU SIS Services

CHAN, Tai Man 陳大文

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Enrollment Dates

To view appointments and enrollment dates for another term, select the term and click Change.

2009-10 Term 1 | Postgraduate - PGDE | CUHK [change term](#)

Session	Appointment Begins	Appointment Ends	Max Total Units	Max No CPA Units	Max Audit Units	Max Wait List Units
Regular Academic Session	8 July 2010 9:00AM	31 July 2010 6:00PM	11.00	11.00	11.00	11.00

Term Enrollment Limits

Max Total Units	Max No CPA Units	Max Audit Units	Max Wait List Units
11.00	11.00		11.00

[SHOPPING CART](#) [ADD CLASSES](#)

Search Enroll My Academics

You may click "Term Information" to check the Course Enrolment period

Course Enrollment - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CU SIS Services

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2009-10 Term 1 | Postgraduate - PGDE | CUHK [change term](#)

Add to cart: 2009-10 Term 1 Shopping Cart

Enter Class Nbr

Find classes

Class Search

My Requirements

My Planner

[search](#)

[Find a class](#)

My 2009-10 Term 1 Class Schedule

You are not registered for classes in this term.

To add a course, pls select "Class Search", then press "Search"

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CUSIS Services

- CUSIS CRT
- Registration
- Personal Information
- My Class Schedule
- My Planner
- My Academics
- Account / Decline Award
- Account Summary
- Browse Course Catalog
- Browse Program Information
- My Course History
- Course Enrollment
- Make a Payment
- My Advisors
- Class Search
- View My Assignments
- View My Grades
- View Unofficial Transcript
- Application for Program Change
- Transfer Credit / Extension
- Learning
- Graduate School
- Policies and Guidelines

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2009-10 Term 1 | Postgraduate - PGDE | CUHK [change term](#)

open closed wait list

Add to Cart: 2009-10 Term 1 Shopping Cart

Enter Class Nbr

Your enrollment shopping cart is empty.

Find Classes

Class Search
 My Requirements
 My Planner

My 2009-10 Term 1 Class Schedule

Class	Description	Days/Times	Room	Instructor	Units	Status
PGDP 5622A-B (1955)	ICT - ICT (Lecture)	We 10:00AM - 11:00AM	RADC Medical So Bldg Rm418	F. LIU		✓

Search Plan Enroll My Academics

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CUSIS Services

- CUSIS CRT
- Registration
- Personal Information
- My Class Schedule
- My Planner
- My Academics
- Account / Decline Award
- Account Summary
- Browse Course Catalog
- Browse Program Information
- My Course History
- Course Enrollment
- Make a Payment
- My Advisors
- Class Search
- View My Assignments
- View My Grades
- View Unofficial Transcript
- Application for Program Change
- Transfer Credit / Extension
- Learning
- Graduate School
- Policies and Guidelines

CHAN, Tai Man 琿台碟

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

Enter Search Criteria

CUSIS | 2009-10 Term 1

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject

Course Number

Course Career show Open classes Only

Use Additional Search Criteria to narrow your search results.

Additional search criteria

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

Course Enrollment - Microsoft Internet Explorer

MyCUHK

Pls pay attention if there are more than one class session of a course

Press "Select Class" to choose the class

PGDE 5168 - I.T. In Education: Foundations

Section	Status	select class
Section HLEEC3222	Open	select class
Section HLEEC3297	Open	select class
Section YLEEC3354	Open	select class

Days & Times: W/Fr 8:30AM - 9:30AM
Room: Chung Chi College Lib RmT5E
Instructor: NZ, Mhw Lhwz, Mdymhwd 中文
Meeting Dates: 01/08/2009 - 31/12/2010

Days & Times: TBA
Room: Teaching Bldg at CCC Rm209
Instructor: DR CHUNG Kin Wing, MISS CHAN Suet Ching
Meeting Dates: 01/08/2009 - 31/12/2010

Days & Times: TBA
Room: Chen Kou Bun Bldg Rm109
Instructor: BHM, Wdv Lf 中文, DR. CHUNG Kin Wing
Meeting Dates: 01/08/2009 - 31/12/2010

Course Enrollment - Microsoft Internet Explorer

MyCUHK

PGDE 5168 - A I.T. In Education: Foundations

VIEW SEARCH RESULTS | **SELECT CLASS**

Press "Select Class" again

Enrolment Requirement is listed here

Enrollment Requirements: PGDE FT Student, NP PGDE 5169

Class Attributes: Cantonese only

Meeting Information	Days & Times	Room	Instructor	Meeting Dates
TBA	Lady Shave Bldg RmC5	DR JIANG Yaolin	01/01/2010 - 30/04/2010	

Class Availability	Class Capacity	Wait List Capacity	Enrollment Total	Wait List Total	Available Seats
	40	0	2	0	38

Course Enrollment - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CUSIS Services

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

Add Classes

1. Select classes to add - Enrollment Preferences

2009-10 Term 2 | Postgraduate - PGDE | CUHK

PGDE 5168 - I.T. In Education: Foundations

Class Preferences

PGDE 5168-A Lecture Open Wait List Wait list if class is full

Permission Nbr:

Session: Regular Academic Session

Career: Postgraduate - PGDE

Grading: Graded

Enrollment Information

- PGDE FT Student
- PGDE 5168
- Cantonese only

Units: 2.00

Section Component Days & Times Rooms Instructor Start/End Date

A	Lecture		Lady Shaw Bldg RmC5	DR. JIANG Yaolin	01/01/2010 - 30/04/2010
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Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

Press "Next"

Course Enrollment - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CUSIS Services

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

PGDE 5168 has been added to your Shopping Cart.

2009-10 Term 2 | Postgraduate - PGDE | CUHK [change terms](#)

Open Closed Wait List

Add to Cart: 2009-10 Term 2 Shopping Cart

Enter Class Nbr:

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	PGDE 5168-A (1024)		Lady Shaw Bldg RmC5	Y. JIANG	2.00	<input checked="" type="checkbox"/>

Find classes

Class Search

My Requirements

My Planner

PROCEED TO STEP 2 OF 3

The course is added to your "Shopping Cart". However, pls note that you still haven't enrolled in the class.

Course Enrollment - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CHAN, Tai Man 陳大文

Search | Plan | Enroll | My Academics

my class schedule | add | drop | swap | edit | term information

Add Classes

Enter Search Criteria

CUHK | 2009-10 Term 2

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject:

Course Number:

Course Career:

show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

[Return to Add Classes](#)

Perform "Class Search" again to add more classes into your shopping cart.

Course Enrollment - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2009-10 Term 1 | Postgraduate - PGDE | CUHK

Add to Cart

2009-10 Term 1 Shopping Cart

Enter Class Nbr:

Delete	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	PGDE S164-B (3723)		Basic Medical Sd Bldg RmLT	M. XZ	2.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PGDE S168-B (3723)		TBA	S. CHAN	2.00	<input checked="" type="checkbox"/>

Find Classes

Class Search

My Requirements

My Planner

My 2009-10 Term 1 Class Schedule

Enrolled Dropped Wait Listed

Class | Description | Days/Times | Room | Instructor | Units | Status

After selecting all the courses you want to add, press "Proceed to Step 2 of 3"

Course Enrollment - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CHAN, Tai Man 陳大文

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2009-10 Term 1 | Postgraduate - PGDE | CUHK

Class	Description	Days/Times	Room	Instructor	Units	Status
PGDE 5164-A (3761)	Pin of Curriculum Design (Lecture)		Basic Medical So Bldg RmLT	H. XZ	2.00	<input checked="" type="checkbox"/>
PGDE 5169-A (3723)	E.T. In Education: Integration (Lecture)		TBA	S. CHAN	2.00	<input checked="" type="checkbox"/>

CANCEL PREVIOUS FINISH ENROLLING

Search Plan Enroll My Academics

Press "Finish Enrolling"

Course Enrollment - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CHAN, Tai Man 陳大文

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

2009-10 Term 1 | Postgraduate - PGDE | CUHK

Success: enrolled Error: unable to add class

Class	Message	Status
PGDP 5205	Success: This class has been added to your schedule.	<input checked="" type="checkbox"/>

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

A "tick" is shown if you have successfully enrolled.

Course Enrollment - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CHAN, Tai Man 陳大文

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

2009-10 Term 1 | Postgraduate - PGDE | CUHK

Class	Message	Status
PGDE S164	Error: You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.	✗
PGDE S169	Error: Unable to add this class - requisites have not been met. NF students already taken PGDE S168	✗

MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

An error message is shown if you are not successful.

Course Enrollment - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CHAN, Tai Man 陳大文

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

My Class Schedule

Select Display Option List View Weekly Calendar View

2009-10 Term 1 | Postgraduate - PGDE | CUHK [change term](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

PGDE S822A - SET - ICT						
Status	Units	Grading	Grade	Deadlines		
Enrolled	0.00	Graded		info		
Class Nbr	Section	Component	Days & Times	Rooms	Instructor	Start/End Date
3690	△	Lecture	We 10:00AM - 11:00AM	Basic Medical So Bldg Rm158	MR LIU Fangming	01/08/2009 - 31/12/2010

PGDP S285 - I.T. In Education: Integration				
Status	Units	Grading	Grade	Deadlines
Enrolled	2.00	Graded		info

"My Class Schedule" will show all successfully added courses

How To Drop a Course in CUSIS

The screenshot shows the MyCUHK website interface for dropping a course. The user is logged in as CHAN, Tai Man. The 'Drop Classes' section is active, showing a table of enrolled courses. A callout box highlights the 'Drop Selected Classes' button and the 'Drop Classes' section.

Drop Classes

1. Select classes to drop

Drop Selected Classes.

Select	Class	Description	Days/Times	Rooms	Instructor	Units	Status
<input type="checkbox"/>	PGDE 5622a-A (3690)	SCT - ICT (Lecture)	We 10:00AM - 11:00AM	Basic Medical Sc Bldg Rm918	F. LIU	✓	✓
<input checked="" type="checkbox"/>	PGDE 327a (3954)	I.T. In Education: Integration (Lecture)	TBA	TBA	Staff	2.00	✓

DROP SELECTED CLASSES

Course Enrollment - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

Data Language: English

CHAN, Tai Man 陳大文

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Drop Classes

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

2009-10 Term 1 | Postgraduate - PGDE | CUHK

Class	Description	Days/Times	Room	Instructor	Units	Status
PGDP 5205-A (3356)	I.T. In Education-Integration (Lecture)	TBA	TBA	Staff	2.00	✔

CANCEL PREVIOUS **FINISH DROPPING**

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

Press "Finish Dropping" to confirm

Course Enrollment - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

Data Language: English Saved

CHAN, Tai Man 陳大文

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Drop Classes

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

2009-10 Term 1 | Postgraduate - PGDE | CUHK

✔ Success: dropped ✘ Error: unable to drop class

Class	Message	Status
PGDP 5205	Success: This class has been removed from your schedule.	✔

MAKE A PAYMENT MY CLASS SCHEDULE

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

A "tick" is shown if you have successfully dropped the course.

How To Check your Course History and View your Grade in CUSIS

My Course History - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CHAN, Tai Man 陳大文

Search Plan Enroll My Academics

My Course History

Select Display Option: Hide courses from My Planner

Sort results by: [dropdown] Then by: [dropdown] [sort]

Course	Description	Term	Grade	Units	Status
EDD 5101	SCT (Major: Chinese Language)	2008-09 Term 2	B+	4.00	✓
EDD 5211	Structure & Process of School	2008-09 Term 2	B	2.00	✓
EDD 5225	HK Education from Cult Persp	2008-09 Term 2	B+	2.00	✓
EDD 5313	Guid & Counsel in Second Sch	2008-09 Term 1	B+	2.00	✓
EDD 5317	Motivat and Individ Differences	2008-09 Term 1	B	2.00	✓
P0DE 5608A	SCT - Mathematics	2009-10 Term 1	A	0.00	✓

View My Grades - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CUSIS Services

- CUSIS CBT
- Registration
- Personal Information
- My Class Schedule
- My Planner
- My Academics
- Account / Decline Award
- Account Summary
- Browse Course Catalog
- Browse Program Information
- My Course History
- Course Enrollment
- Make a Payment
- My Advisors
- Class Search
- View My Assignments
- View My Grades**
- View Unofficial Transcript
- Application for Program Change
- Transfer Credit / Exemption
- eLearning
- Graduate School
- Policies and Guidelines

CHAN, Tai Man 陳大文

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

View My Grades

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> 2009-10 Term 1	Postgraduate - PGDE	CUHK
<input type="radio"/> 2008-09 Term 2	Postgraduate - PGDE	CUHK
<input type="radio"/> 2008-09 Term 1	Postgraduate - PGDE	CUHK

CONTINUE

Search Plan Enroll My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

View My Grades - Microsoft Internet Explorer

MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

CUSIS Services

- CUSIS CBT
- Registration
- Personal Information
- My Class Schedule
- My Planner
- My Academics
- Account / Decline Award
- Account Summary
- Browse Course Catalog
- Browse Program Information
- My Course History
- Course Enrollment
- Make a Payment
- My Advisors
- Class Search
- View My Assignments
- View My Grades**
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- Application for Program Change
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- eLearning
- Graduate School
- Policies and Guidelines

CHAN, Tai Man 陳大文

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information

View My Grades

2008-09 Term 2 | Postgraduate - PGDE | CUHK [change term](#)

Class Grades - 2008-09 Term 2

Class	Description	Units	Grade	Grade Points	Grade Date
EDD 2101	SCT (Major: Chinese Language)	4.00	B+	13.200	31/07/2009
EDD 5211	Structure & Process of School	2.00	B	6.000	31/07/2009
EDD 5232	HK Education from Cult Persp	2.00	B+	6.600	31/07/2009

Term Statistics - 2008-09 Term 2

	From Enrollment	From Transfer Credit	Combined Term Total	Cumulative Total
Total Grade Points	25.800		25.800	38.400
Graded units towards CPA	8.000		8.000	12.000

How To Apply Credit Transfer / Course Exemption in CUSIS

The screenshot shows a web browser window displaying the MyCUHK CUSIS portal. The page title is "Transfer Credit / Exemption - Microsoft Internet Explorer". The browser's address bar shows the URL: https://cpnet.cuhk.edu.hk/pg/vasCUIHK/PSTF_BERaCu_CCR_MENU_CU_SS_XFR_CREDIT_STIM_GBL/PortalRoot/PortalRoot/CU_MY_STUDY_MY_TEACHING_CU_CUSIS_SERVICES_CU_SS_XFR_CREDIT_STIM_GBL. The page content includes a navigation menu on the left with "Transfer Credit / Exemption" highlighted. The main content area is titled "Transfer Credit / Exemption Application Summary" and contains a "Transfer Credit / Exemption Application Guideline" section with five numbered points. A callout box points to the guidelines with the text "Pls read through the Guideline before submitting the application". At the bottom, there is a message: "You have no previous credit transfer transaction." and a "CREATE A NEW APPLICATION" button.

Transfer Credit / Exemption Application Summary

Transfer Credit / Exemption Application Guideline

1. Students should read carefully the following document, as appropriate:
 - Undergraduate: "Course and Unit Exemptions for Undergraduate Students with Post-Secondary Qualifications" available at www.cuhk.edu.hk
 - Postgraduate: "Policy on Course and Unit Exemptions for Postgraduate Students" available at www.cuhk.edu.hk/pgs
 - Postgraduate: "Options in Education programme" (applicable to both primary and secondary streams) Students can apply for exemption up to a maximum of five courses per application.
2. Student should attach the supporting documents with this online application form for the consideration of corresponding student administration office. For undergraduates, they should submit the supporting documents, including copies of the transcript, course description, the Preliminary Assessment on Course and Unit Exemption Form (PAOU) for undergraduates who join the exchange programmes, when submitting this on-line form. Application will not be processed if the University has not received the original official transcript(s) and the above-mentioned required documents are not uploaded with the application.
3. Student may submit an application based on the course(s) taken at more than one recognized university/institution.
4. When submitting the course for course and unit exemptions, please indicate the equivalent course(s) at CUHK, if no equivalent course(s) available, the unit(s) to be applied for exemption. Students should NOT submit one course for the consideration of two departments to get course equivalence/unit exemptions. Their applications will not be processed.
5. Fee for course and unit exemption is HK\$100 per application, please use the on-line payment system to make payment.

You have no previous credit transfer transaction.

CREATE A NEW APPLICATION

Transfer Credit / Exemption - Microsoft Internet Explorer

CUHK MyCUHK

MyPage | News and Events | CUSIS and MyStudy | Library | Webmail | Useful Links

Course Transfer / Exemption Details

Edit Transfer / Exemption Information

Use this form to apply for Course Transfer / Exemption. Please ensure all sections are completed accordingly.

Application Status: Draft

Transfer Model Nbr:

*Institution:

*Career: Postgraduate - PGDE *Program: PgD Education

*Articulation Terms:

Attach Supporting Document

You are required to attach proof of your completed external course(s) here. Please combine all pages into one single PDF or JPEG file before uploading.

Created	Attached File	Add	View
		Add	View

Course Transfer / Exemption Details

Group: 1

External Course

Please enter the course(s) from your external institution that you want to transfer credit from. Note that you can input more than 1 external course to transfer from. If the grades are not available at the time of application, please input "N/A" in the grade field.

Subject	Course Number	Description	Units Taken	Grade

[Click here to Add Another Contributing Course](#)

Pls be reminded to submit supporting document(s) to Faculty office after the online submission

How To Access Blackboard/ Veriguide/ Office 365/ @Link Email in CUSIS

You can access Blackboard/ VeriGuide via CUSIS and MyStudy => eLearning

Office 365 / @Link Email can also be accessed via CUSIS

End